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REPORT

OF THE

JOINT SPECIAL COMMITTEE

ON

RULES AND ORDERS,

JANUARY 13, 1862.



ROXBURY:

L. B. & O. E. WESTON, PRINTERS, GUILD ROW.

1862.

City of Roxbury.

IN BOARD OF ALDERMEN, January 20, 1862.

ORDERED, That two hundred copies of the "Joint Rules and Orders of the City Council," be printed for the use of the City Council.

Sent down for concurrence.

JOSEPH W. TUCKER, *City Clerk.*

IN COMMON COUNCIL, January 20, 1862.

Concurred.

JOSHUA SEAVER, *Clerk.*

City of Roxbury.

IN BOARD OF ALDERMEN, January 13, 1862.

The Committee on Joint Rules and Orders respectfully report that they have attended to the duty assigned them, and would recommend the adoption of the following as the Joint Rules and Orders of the City Council for the ensuing year.

For the Committee,

SAMUEL LITTLE, *Chairman*.

Report accepted. Sent down for concurrence.

JOSEPH W. TUCKER, *City Clerk*.

IN COMMON COUNCIL, January 13, 1862.

Concurred.

JOSHUA SEAVER, *Clerk*.

JOINT RULES AND ORDERS OF THE CITY COUNCIL.

SECT. 1. At the commencement of the Municipal Year, the following Joint Standing Committees shall be chosen by ballot, viz: —

A Committee on *Finance*, to consist of the Mayor, two Aldermen, and five members of the Common Council.

A Committee on *Accounts*, to consist of two Aldermen, and three members of the Common Council.

A Committee on *Sewerage*, to consist of the Mayor, two Aldermen, and five members of the Common Council.

And the following Committees shall be *appointed*, viz.:

A Committee on *Public Property*, to consist of three

members of the Board of Mayor and Aldermen, and five members of the Common Council.

A Committee on *Public Instruction*, to consist of the Mayor, two Aldermen, and the President and four members of the Common Council.

A Committee on the *Poor and Almshouse*, to consist of the Mayor, one Alderman, and three members of the Common Council.

A Committee on *Fuel*, to consist of two members of the Board of Mayor and Aldermen, and three members of the Common Council.

A Committee on *Claims*, to consist of three Aldermen, and five members of the Common Council, who shall have full power and authority to investigate all claims against the City, and to take any measures for the defence of such claims that they may deem expedient, and also under the advice of the Mayor, to adjust and settle all claims not exceeding the sum of \$100.

A Committee on *Streets*, to consist of the Mayor, two Aldermen, and five members of the Common Council.

A Committee on the *Fire Department*, to consist of three members of the Board of Mayor and Aldermen, and five members of the Common Council.

A Committee on *Military Affairs*, to consist of the Mayor, two Aldermen, and five members of the Common Council.

A Committee on *Burial Grounds*, to consist of the Mayor, two Aldermen, and five members of the Common Council.

A Committee on *Lamps*, to consist of three members of the Board of Mayor and Aldermen, and five members of the Common Council.

A Committee on *Printing*, to consist of two members of the Board of Mayor and Aldermen, and three members of the Common Council.

A Committee on *Parks and Squares*, to consist of the

Mayor, two Aldermen, and five members of the Common Council.

A Committee on *Watering Streets*, to consist of two members of the Board of Mayor and Aldermen, and three members of the Common Council.

On all Joint Committees wherein it is provided that the Mayor shall be a member, in case of the non-election, decease, inability or absence of that officer, the Chairman of the Board of Aldermen shall act *ex officio*. And the members of the Board of Aldermen and of the Common Council, who shall constitute the Joint Standing Committees, shall be chosen or appointed by their respective Boards.

The member of the Board of Aldermen first named in every Joint Committee, of which the Mayor is not a member, shall be its Chairman; and in case of his resignation or inability, the member of the same Board next in order; and after him the member of the Common Council first in order, shall call meetings of the Committee and act as Chairman.

The Mayor shall be *ex officio* Chairman of any Joint Special Committee of which he is a member. And whenever the Chairman of any such Committee shall have omitted to call a meeting of its members for the space of one week from the time any subject has been referred to it, any two of the members of every such Joint Committee shall have power to call meetings thereof.

SECT. 2. In all cases of disagreement between the two Boards, when either Board shall request a conference and appoint a Committee for that purpose, the other Board shall also appoint a Committee to confer, which Committee shall forthwith meet, provided both branches are then in session; otherwise, as soon as convenient, and state to each other, either verbally or in writing, as either shall choose, the reasons of the respective Boards for and against the amendment, confer freely thereon, and report to their respective branches.

SECT. 3. When either Board shall not concur in any ordinance or other paper sent from the other Board, the Board so non-concurring, shall give immediate notice thereof to the other branch by written message.

SECT. 4. All by-laws passed by the City Council, shall be termed ORDINANCES; and the enacting style shall be, — *"Be it ordained by the City Council of the City of Roxbury."*

SECT. 5. In all votes, when either or both branches of the City Council express any thing by way of command, the form of expression shall be "ORDERED;" and when either or both branches express *opinions, principles, facts, or purposes*, the form shall be "RESOLVED."

SECT. 6. No Committee shall act by separate consultation, and no report shall be received unless agreed to in Committee actually assembled.

SECT. 7. No Chairman of any Committee shall audit or approve any bill or account against the City, for any supplies or services which shall not have been ordered or authorized by the Committee.

SECT. 8. No Committee shall enter into any contract with, or purchase, or authorize the purchase of any article of any of its members.

SECT. 9. No member of the City Council shall receive compensation for services rendered the City, unless by direct vote of the City Council.

SECT. 10. The reports of all Committees, agreed to by a majority of the members, shall be made to the Board in which the business referred originated. And all Committees may report by ordinance, resolve or otherwise.

SECT. 11. All reports and other papers submitted to the City Council, shall be written in a fair hand, and no report of any kind shall be endorsed on the memorials or other papers referred to the Committees of either branch; and the Clerks shall make copies of any papers to be reported by Committees at the request of the respective Chairmen thereof.

SECT. 12. Each Board shall transmit to the other, all papers on which any Ordinance or Joint Resolutions shall be printed; and all papers on their passage between the two Boards may be under the signatures of the respective clerks, except Ordinances and Joint Resolutions in their last stage, which shall be signed by the presiding officers.

SECT. 13. The titles of all Ordinances and Joint Resolutions shall be prefixed upon their introduction.

SECT. 14. Every Ordinance shall have as many readings in each Board as the rules of each Board require, after which the question shall be on passing the same to be enrolled; and when the same shall have passed to be enrolled, it shall be sent to the other Board for concurrence; and when such Ordinance shall have so passed to be enrolled in each Board, the same shall be enrolled by the Clerk of the Common Council, and examined by a Committee of that Board; and on being found by said Committee to be truly and correctly enrolled, the same shall be reported to the Council, when the question shall be on passing the same to be ordained; and when said Ordinance shall have so passed to be ordained, it shall be signed by the President of the Common Council, and sent to the other Board, when a like examination shall be made by a Committee of that Board, and if found correctly enrolled, the same shall be reported to the Board, and the question shall be on passing the same to be ordained; and when the same shall have passed to be ordained, it shall be signed by the Mayor.

SECT. 15. Every Order and Joint Resolution shall have as many readings in each Board as the rules of such Board require, after which the question shall be on passing the same; and when the same shall have passed, except orders for printing, for the use of either branch of the City Council, it shall be sent to the other Board for concurrence.

SECT. 16. No enrolled Ordinance shall be amended.

SECT. 17. It shall be the duty of every Joint Committee, (the Committee on Streets excepted,) to whom any subject may be specially referred, to report thereon within four weeks, or ask further time.

SECT. 18. Either Board may propose to the other, for its concurrence, a time to which both Boards will adjourn.

SECT. 19. No business shall be transacted by the City Council in convention, except such as shall have been previously agreed upon.

SECT. 20. After the annual appropriations shall have been passed, no subsequent expenditure shall be authorized for any object, unless provision for the same shall be made by a specific transfer from some of the appropriations contained in the annual resolution, or by expressly creating therefor a city debt; but no such debt shall be created, unless the resolution authorizing the same, pass by the affirmative votes of two-thirds of the whole number of each branch of the City Council, voting by yea and nay.

SECT. 21. No vote, by which an order, resolve or ordinance has been passed in its final stage, shall be reconsidered in either Board after the same has been finally acted upon in the other Board, unless the motion for reconsideration be made, or notice given at the same meeting at which the vote to be reconsidered passed.

